

King and Queen Courthouse Tavern Museum Application for Use of the Dining Room

Description of Service Available

The Dining Room on the ground floor of the Tavern Museum may be rented for various functions for a \$50 fee that includes

- use of the early 1900s period room with tables and chairs sufficient to accommodate a group of not more than 25-30,
- use of the catering kitchen with stove, dishwasher, and refrigerator for heating and light preparation of food and beverages, and
- a tour of the Museum's upper floors.

The guidelines for using the facility are

- Docents: Must be on duty at the function. They are available to answer questions, set up the video tour, and sell books and other store items as requested.
- Tables and Chairs: May be reasonably arranged to suit the user's needs, but must be returned to original spots or storage area.
- Dishes and Flatware: There are a limited number of plates and flatware which may be used, but not glasses, cups, dessert plates, etc. User may want to bring extra plates, flatware, cooking utensils and serving pieces for their purposes. Not responsible for equipment left.
- Cleaning and Trash: All dishes must be cleaned, counters cleaned, and no user's food left in the refrigerator or freezer. Trash must be removed.
- Food and Drink: May only be consumed in the Dining Room. Not responsible for food left.

Applicant Identification

Name of Organization _____

Address _____

Name of Responsible Person _____

Title _____

Phone _____ Email Address _____

Requested Date _____ Hours _____ Number in Group _____

Submit Application Form by

Making a check for \$50 to: King and Queen Historical Society and Courthouse Tavern Museum and sending this form to:

Historical Society and The Courthouse Tavern Museum

P.O. Box 129

King and Queen Court House, Virginia 23085

